

Department Of Correction**Official Title: Student Intern****Position Type: Internship****Posting ID #: 061****Salary: Unpaid****INTERNSHIP INFORMATION****Number of Vacancies: 1****Location: Milford, MA****Internship Track: Deputy
Commissioner- Prison
Division****Hours/Schedule: Three days a
week for 5 hours a day****Duration: Semester**

Position Description: The selected student will be exposed to various areas of the Department of Correction and the functions of the Office of the Deputy Commissioner of the Prison Division which is responsible for the day to day operations of the Department's 17 correctional institutions. The student will help assist with the daily responsibilities of the office.

Responsibilities/Major Duties:

Log Mail

Answer telephones, address phone calls from inmate family members

Photocopy, fax, filed, and complete routine office responsibilities as necessary

Review, revise, process Departmental policies overseen by the Deputy Commissioner, Prison Division

Review and track institutional procedures pertaining to policies overseen by the Deputy Commissioner

Refer and track correspondences to appropriate parties for response

Perform secretarial and clerical activities of a confidential nature

Receive and screen visitors

Maintain files and records

Responsible for maintaining inventory and supplies

Special projects as necessary

Assist in processing Department Disciplinary Unit Hearing Packages and Appeals

Preferred Qualifications: Applicants must have excellent written and verbal communication skills, must be proficient in Microsoft Word, Excel and Powerpoint, and have the ability to exercise discretion in handling confidential information. Applicants should have a general interest in Corrections from business perspective and currently enrolled in a Criminal Justice or related program.

How to apply:**Mail Internship Application to:**

Monserrate Quinones

50 Maple Street

Milford, MA 01757

Fax: (508)-422-3624

For additional information or questions, please contact:Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.usAgency Web Address: <http://www.mass.gov/doc>**An Equal Opportunity/Affirmative Action Employer.****Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**